



**Santa Barbara County**  
**Special Education Local Plan Area**  
A Joint Powers Agency

**Executive Assistant – Full Time**  
**Santa Barbara County SELPA**

Region: Santa Barbara County, CA

Job Classification: Classified

Work Year: 12 Months

Number of Vacancies: ONE

Salary: \$5,013-\$6,093 per month

Contact Person for this Job Posting:

First Name: Ray

Last Name: Avila

Email Address: [ravila@sbcselfa.org](mailto:ravila@sbcselfa.org)

Title: Executive Director

Phone Number: (805) 683-1424

Job Summary: Under direction of the SBCSELPA Executive Director, Coordinator, and Office Manager, performs general clerical functions to the SBCSELPA, as well as support to the SBCSELPA Mental Health Specialists. Bilingual fluency in Spanish is strongly desired.

Application Deadline: May 30, 2025

Credential Requirements: Graduation from high school.

Required Documents: Resume, cover letter, THREE letters of recommendation, and THREE points of contact for references

How to Apply: Email resume, cover letter, and reference to [mmlater@sbcselfa.org](mailto:mmlater@sbcselfa.org).

Website: [www.sbcselfa.org](http://www.sbcselfa.org)